



Safeguarding Policy

Section 1 - Organisation details

Breadline is a member of Thirtyone:eight (Formerly The Churches' Child Protection Advisory Service) and Global Connections. This policy is based on guidelines set by both of these organisations.

Breadline is a registered Charity (number 1060661), working with various partners in Moldova. We work with local churches and other Christian organisations, empowering them to serve their local communities by offering support and prayer, resources and training. We also form partnerships with churches, grant making trusts, other charities and individuals in the UK, who want to support our work.

Breadline employs two part time staff, but has no staff/volunteers working in Moldova on a permanent basis. Visits are all short term, usually between 5 days and a maximum of 2 weeks. Staff or volunteers do not organise and run activities for children, young people or vulnerable adults independently. They are usually visiting and observing projects, or working alongside a local partner. Due to the need for translation, they are always in the presence of a Moldovan partner and never undertaking visits to homes or projects independently.

Our Commitment

Breadline is committed to safeguarding the welfare of children, young people and vulnerable adults, and protecting them from abuse. We believe that it is never acceptable for anyone to experience abuse of any kind and that the safeguarding of children, young people and vulnerable adults is everyone's responsibility within our organisation.

We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Declaration of Human Rights and International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical

and mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parents, legal guardians or any other person who has the contact with the child”

Breadline has therefore adopted the procedures set out in this safeguarding policy in accordance with guidance from Thirtyone:eight and Global Connections.

Breadline takes its responsibility seriously, and believes that this policy will help to protect -

- Children and young people
- Vulnerable adults
- Staff and volunteers
- Organisations and churches

Section 2 - recognising and responding appropriately to an allegation or suspicion of abuse.

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or has a trusted relationship with the child or adult.

In order to safeguard children, young people or vulnerable adults that staff/ trustees/volunteers come into contact with in Moldova, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the*

child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Definitions of abuse can be found under Appendix 1

Safeguarding Awareness

Breadline staff, trustees and volunteers visiting Moldova are advised to undertake on-line safeguarding awareness training via Thirtyone:eight, their church, their workplace or other organisation they may be associated with. All volunteers are required to provide a current DBS or equivalent, sign that they have read and agree to Breadline's Essential Information and the Code of Conduct as recommended by Thirtyone:eight Global Connections, and agree to adhere to our Safeguarding Policy (Appendix 6)

Breadline has a named safeguarding lead who is responsible for ensuring that all staff and trustees remain up to date with all training and policy.

Responding to allegations of abuse

How to recognise abuse - Appendix 2

Due to the fact that Breadline staff, trustees and volunteers visiting Moldova are constantly with a Moldovan translator or partner, it is unlikely that they will be in a situation where abuse is being revealed primarily to them. All concerns of abuse should be reported to the Safeguarding Coordinator of the partner being visited in Moldova, who will monitor and pass on the concerns as appropriate to their systems.

However, should a volunteer be in a situation whereby a child, young person or vulnerable adult is telling them that they have been abused, they should -

- Listen carefully but not ask questions
- Not make promises - they may not be able to keep them, such as "not telling anyone else"

- Accept what they hear without passing judgement, and under no circumstances carry out their own investigations into an allegation or suspicion of abuse.
- Tell the person what you are going to do next and with whom the information will be shared
- Make careful notes as soon as possible whilst the information is still fresh in their mind. These notes should be factual (not subjective) and include time, date and signature. See example incident report form, Appendix 3
- Report their concerns as soon as possible to the Safeguarding coordinator in Moldova. Should the concerns in any way involve the safeguarding coordinator, the concern must be reported to the deputy.

These suspicions must be confidential and not discussed with anyone other than the named person.

(See Appendix 8 for a statement by the Moldovan Government regarding safeguarding, and advised ways to report abuse from UNICEF that the safeguarding officer in Moldova might use.)

False allegations

Allegations of abuse should always be taken seriously, and reported to the Safeguarding Officer. Most allegations made by children appear to be substantiated, and a retraction of an allegation does not mean that it is untrue. However, there are times when people are falsely accused and the following need to be kept in mind:

- Previous false allegations do not mean that the new allegation should not be taken seriously.
- It is important to understand reasons for why false allegations may be made See Appendix 7.
- A careful log should be maintained if a young person makes frequent comments about workers.
- Concerns should be discussed as a staff group to ensure safe working practice in relation to the alleged victim.

Review of practice and policy after serious cases

It is important that organisations learn from cases of abuse. Once a statutory investigation in the UK or elsewhere has been completed, there is often a need to undertake a review of the circumstances and actions and to ensure that safeguarding practice and policy were appropriate. Organisations should arrange an Independent Serious Case Review to establish any Findings of Fact and recommendations for improved safeguarding practice and policy implications

Section 3 - Prevention

Breadline ensures that all employees will be appointed, trained, supported and supervised in accordance with government guidelines on safer recruitment. This includes ensuring that:

- There is a written job description/person specification for the post
- Those applying have completed an application and self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained and followed up where appropriate
- A disclosure and barring check has been completed where necessary
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

Before any paid employee or trustee visits our partners in Moldova, they must have had the required DBS check, training and agreed the codes of conduct.

Working in Partnership

Breadline does not identify itself as a "sending organisation". Instead it acts as a facilitator of relationships between churches, other organisation and individuals with our partners in Moldova.

These might be -

- groups of people going to help at specific projects such as summer camps for children or mission teams
- individuals going as consultants to offer specialist advice
- Individuals going specifically to visit projects.

Visitors/volunteers may be directly working with children centred projects such as summer camps, or staying in homes where there might be children or vulnerable adults. Breadline recognises its responsibility for safeguarding when introducing people to their partners for the first time.

They will do this through the use of partnership agreements and being available to offer advice and support. Breadline will foster open communication with all parties in relation to safeguarding, so it will be clear who has that responsibility and when. To help facilitate this, Breadline will also have partnership agreements in place with the appropriate partner in Moldova (Appendix 9).

No-one has the automatic right to work with children, young people or vulnerable adults. Breadline will not allow anyone, either paid or in a voluntary capacity, with a prior conviction for abuse or related offences, to visit our partners in Moldova. Breadline has a safer recruitment policy with accompanying paperwork providing guidelines to potential partners for the recruitment of volunteers.

In the case of a group visit, the group leader has the responsibility of checking the DBS certificates of the group (although if they would prefer Breadline's safeguarding lead to do that, this is acceptable), and signing the agreement to say that safer recruitment has been undertaken, that the codes of conduct has been signed, and that they agree to adhering to Breadline's Safeguarding Policy. There is a separate Safeguarding agreement to be signed by individuals.

All agreements need to be returned to the Safeguarding lead in Breadline. Once the agreement has been received, it can cover the individual for future visits so long as Breadline's Safeguarding Lead has been informed of the dates. This is to enable us to perform our duty of care, both to our partners in Moldova, and to our partners from the UK who are visiting.

All UK visitors are expected to comply with both Moldovan and UK law. If appropriate, Breadline will report all allegations against people who work with children to the relevant authorities in the UK (including Local Authority Designated Officer(LADO), and notify the Independent Safeguarding Authority (ISA) of any relevant information so that those people who pose a risk to vulnerable groups can be identified and barred. In addition, all serious incidences will be reported to the Charity Commission.

See Safer Recruitment policy Appendix 4

Partnership agreement, Appendix 5

Essential information and Code of Conduct Appendix 6

Section 4 - Pastoral care

Breadline will ensure that pastoral care and support is available for all those affected by abuse. This includes the child/young person/vulnerable adult/staff/volunteers and others who have been involved in the case, including partners. Whilst it is our partner's responsibility to oversee the pastoral care of those in

Moldova, Breadline will support volunteers by offering the opportunity to debrief on return and then to refer to professional pastoral support or counselling agency if required.

Section 5 - Practice guidelines

Breadline endeavours to prepare any volunteer visiting Moldova through an association with us to be as well informed, prepared and supported as possible. When initially introducing a volunteer to one of our partners, we provide them with an information booklet containing useful advice about cultural differences and expectations, and will remain available to offer advice both as they prepare to visit and whilst they are there. (see Appendix 10).

We advise the following as best practice when staying in homes where there are children, young people or vulnerable adults, when volunteering at summer camps, when visiting private homes or other institutions where people might be at risk

“As would be expected in the UK, try to avoid any situation where you might be left on your own with a child, young person or vulnerable adult. Ask politely for someone else to be with you, or move yourself and the child/young person/vulnerable adult to a more public place if you realise you are on your own”.

In addition, this is the advice for the use of social media. (Please also see Breadline Social media Policy) -

“Facebook (and other forms of social media) is currently seen as the way young people can be contacted easily and quickly throughout the world. However, this type of media can pose particular problems for staff and volunteers in Moldova using their own personal profile page, as personal information can be unwittingly shared. This method can compromise the boundaries between the personal life of staff and volunteers and those of young people, and any use of it must be carefully thought out. The Breadline policy is that staff and volunteers must not use their own Facebook page to become a personal friend of any young person supported by Breadline below the minimum age of 16 years of age, and a friend request should only be accepted if a personal relationship exists. On rare occasions in the past, approaches for money have been made through social media, which could prove embarrassing or awkward for all parties. Therefore, as with all kinds of social media, it is prudent to be aware of your privacy settings.

Volunteers are personally responsible for what they post on social media and must remember that what they post might be available to be read by a wider audience. Consent must be obtained prior to posting images or text. Further guidance is available from Breadline”.

Responsibility

Overall responsibility for this policy and its implementation lies with the Board of Trustees. This policy is reviewed regularly and updated every year.

This policy was approved by the board of trustees

Dated 13th October 2018

Review date October 2019

List of Appendices

Appendix 1 Definitions of Abuse

Appendix 2 How to recognise abuse

Appendix 3 Safeguarding incident report form

Appendix 4 Safer Recruitment Policy

Appendix 5 Breadline Partnership Agreement with UK Partners

Appendix 6a Essential information

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Appendix 7 A psychologist explains some relevant issues

Appendix 8 Unicef Information about safeguarding in Moldova

Appendix 9 Breadline Partnership Agreement with Moldovan partners

Appendix 10 Breadline Information